

**Kalamazoo Public Library  
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
PUBLIC HEARING ON BUDGET AND REGULAR SESSION**

DATE: July 24, 2006  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room  
315 South Rose Street  
Kalamazoo, MI 49007

**PRELIMINARY BUSINESS**

President Godfrey called the regular meeting to order at 4:02 p.m.

Roll Call: All trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest and Valerie Wright.

Election of Officers: President Godfrey indicated the board officer nominating committee is comprised of the three trustees who are not currently holding an office, in this case Valerie Wright, Robert Brown and Donald Brown. Ms. Wright chaired the committee for officers to be elected for 2006/07 which recommended the following slate of candidates for consideration:

President: Cynthia Addison  
Vice President: Valerie Wright  
Treasurer: James VanderRoest  
Secretary: Loren Dykstra

There were no other nominations.

**MOTION: IT WAS MOVED BY R. BROWN AND SUPPORTED BY V. WRIGHT TO ELECT THE SLATE OF CANDIDATES AS PRESENTED.**



**Motion carried 7-0. The officers for 2006/07 are as listed above.**

President Addison assumed the President's chair and thanked trustees for placing their trust in her. She said although L. Godfrey would be a hard act to follow, she looked forward to her support as she makes this transition. She also encouraged trustees to communicate with her on any issue.

Approval of Agenda

President Addison asked whether there were any changes to the agenda. There were none and the agenda was accepted as presented.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

There were no recognitions, resolutions or communications.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

### III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of June 19, 2006

B. Personnel Items

**Presentation:** **Joanna Lundberg** transferred from Oshtemo Lead Librarian to librarian in Adult Services effective July 17. Her work in ADS will include patron assistance, collection development, promotion of services to adult readers and programming.

**Patti Dooley** returned from the full-time library assistant 3 position in Adult Services/ Acquisitions to the position of .75 library assistant 4 in Loan Services, effective July 3, primarily performing interlibrary loan services. Ms. Dooley wished to return to a position less than full-time.

**Shirley Miller** will retire from her position as Adult Service librarian effective August 31, 2006. Her last day of work was June 30, 2006. Ms. Miller began at KPL in 1945 in the children's department. She transferred to Kalamazoo Public Schools as head librarian at South Junior High in 1950, where she worked until returning to KPL in 1959 when she began work in what was then known as the Reference Department. She has been an integral part of Reference/Adult Services for close to 50 years.

**Disposition:** The board accepted the June 19, 2006 meeting minutes and the personnel information as presented.

### IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending May 31, 2006

**Recommendation:** **Director Rohrbaugh recommended the board accept Financial Reports for the Period Ending June 30, 2006.**

**MOTION:** **L. GODFREY MOVED AND R. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS RECOMMENDED.**

Executive  
Summary:

A. Rohrbaugh reported the year-end work for 2005/2006 is going well in preparation for the audit process. She also noted the second and final check was received from the estate of Eleanor Mary Mason. The check, in the amount of \$17,838.54, was a wonderful addition to KPL's endowment fund, and brought the total Mason bequest to \$197,838.54.



**MOTION CARRIED 7-0.**

B. Financial Tutorial: Year-End Accruals

**Presentation:** Diane Schiller, Head of Business and Finance, provided a report to trustees regarding how year-end accruals are recognized and reported to the auditors.

**Disposition:** Trustees thanked Ms. Schiller for the information.

### V. REPORTS AND RECOMMENDATIONS

#### Action Items

A. MERS Delegate to Annual Meeting

**Recommendation:** **A. Rohrbaugh recommended Diane Schiller, Head of Finance and Budget, be appointed the KPL Officer Delegate to MERS (Municipal Employees' Retirement System of**

**Michigan) and Gary Green, Head of Technical Services / Information Technology, be named the alternate.**

Executive  
Summary:

Beginning in 2004/2005, staff members have attended the annual MERS meeting. As an increasing number of KPL employees are enrolled in MERS, we feel it is important for us to participate in the system. We are asked to appoint an officer delegate and an alternate, both of whom need to be members of MERS and at the department head or higher level within the organization. Their appointment requires action of the governing body.

In addition, an election by KPL participants in MERS is held annually to provide an employee delegate and alternate. This year's election for these two roles was held on June 30, 2006. Robyn Lilek will serve as employee delegate and Amy Clark as employee alternate.

The officer delegate and employee delegate will likely attend the MERS annual meeting to be held in September this year in Grand Rapids.

**MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED A MOTION TO APPROVE THE RECOMMENDATION AS PRESENTED.**



**Motion carried 7-0.**

**B. Classification of KPLSP Positions**

**Recommendation: Director Rohrbaugh recommended the reclassification of five library assistant 3 positions to library assistant 4 (Youth and Branch Services Office, the shared job position; Loan and Outreach Services Office; Eastwood Branch, full-time position; Powell Branch; and purchasing assistant in the Business Office) effective August 1, 2006.**

**She further recommended the eleven custodial and driver positions, formerly called operational group but included in the same union, be integrated into the library assistant classification scheme and salary schedule, and the accompanying salary adjustment also be effective August 1, 2006.**

**MOTION: L. Godfrey moved and D. Brown supported the motion to approve the recommendation as presented.**

Executive  
Summary:

In December 2005, the decision was made to hire a consultant to conduct a position classification study for all KPLSP positions, library assistants and operational. Four consultants were interviewed and submitted proposals. HR Outcomes, LLC was selected to conduct the study.

The first meeting was held in late January with the consultant, Beth Longton, and a staff committee comprised of Mary Doud, Diane Ossiff, Diane Schiller, and Ann Rohrbaugh. The type of position rating questionnaire to be used was decided upon and the consultant was given copies of the job descriptions for all KPLSP positions.

The questionnaire was finalized in March. Meetings with supervisors and representative library assistant and operational staff were held in April. The consultant rated each position using the new nine-factor questionnaire. The initial ratings were received in May. The

committee analyzed position ratings with the consultant; a final version of the study was accepted on June 19, 2006.

Reclassifying the five library assistant positions listed in the recommendation will cost about \$3,700 in salary and fringe benefit adjustments for the remainder of 2006 – 2007. Moving the eleven operational employees on to the same salary schedule will cost about \$10,000 in salary and fringe benefits for the current year. Since all KPLSP positions were rated on the same factors, it is logical to pay on the same schedule with the operational job titles added. The funds to cover these adjustments are included in the 2006-2007 budget approved in June.



The recommendation was reviewed and supported by the Personnel Committee.

**Motion carried 7-0.**

C. Pay Rates for Hourly Employees

**Recommendation:** A Rohrbaugh recommended the rates of pay for hourly employees effective October 1, 2006, July 1, 2007, and July 1, 2008 as shown and explained below, be approved.

**MOTION:** L. Godfrey moved and J. VanderRoest supported the motion to approve the director's recommendation to change pay rates for hourly employees as described below.

Executive  
Summary:

The Michigan Minimum Wage and Overtime Law (PA154 of 1964) was amended in March of 2006, increasing the current minimum wage by \$1.80 beginning October 1 of this year. It provides for a minimum wage of \$6.95 beginning October 1, 2006; \$7.15 beginning July 1, 2007; and \$7.40 beginning July 1, 2008. These increases will require corresponding adjustments to Kalamazoo Public Library's current hourly pay scale, which is:

<b>July 1, 2006</b>		
	<u>Minimum</u>	<u>Maximum</u>
<b>Minimum Wage</b>	<b>\$ 5.15</b>	
<b>Library Aide I</b>	\$ 6.00	\$ 7.00
<b>Library Aide II</b>	\$ 7.50	\$ 8.50
<b>Clerical Sub</b>	\$ 8.00	
<b>Interns</b>	\$ 7.00	\$ 10.00
<b>FM Hourly</b>	\$ 8.00	\$ 12.00
<b>Bookmobile Driver Sub</b>	\$ 11.00	\$ 12.00
<b>Librarian Sub</b>	\$ 14.00	\$ 16.00

The increase to the minimum pay scheduled for October 1 will require at least \$0.95 per hour to bring the Library Aide I minimum in line with the new legal minimum wage of \$6.95. Historically, Kalamazoo Public Library has been able to maintain minimum wage rates significantly higher than the legal minimum wage.

That has served us well in attracting qualified applicants, and particularly in retaining staff in whom we have invested significant time and resources to train. We want to maintain that advantage or edge in a fiscally responsible way.

The following proposed pay scale to begin October 1, 2006 maintains a starting pay for Library Aide I \$0.55 per hour higher than the corresponding minimum wage and has an estimated cost of \$50,000 in fiscal year 2006-2007.

<b>October 1, 2006</b>		
	<u>Minimum</u>	<u>Maximum</u>
<b>Minimum Wage \$</b>	<b>6.95</b>	
<b>Library Aide I</b>	\$ 7.50	\$ 8.50
<b>Library Aide II</b>	\$ 8.75	\$ 9.75
<b>Clerical Sub</b>	\$ 10.00	
<b>Interns</b>	\$ 9.00	\$ 12.00

Minutes of the Kalamazoo Public Library Board of Trustees Meeting of July 24, 2006, cont.

<b>FM Hourly</b>	\$ 9.00	\$ 12.00
<b>Bookmobile Driver Sub</b>	\$ 12.00	\$ 14.00
<b>Librarian Sub</b>	\$ 16.00	\$ 16.00

Subsequent increases in 2007 and 2008 of \$0.25 per hour result in the following pay scales. The budget impact for each year is estimated at \$10,000, allowing for attrition.

**July 1, 2007**

	<u>Minimum</u>	<u>Maximum</u>
<b>Minimum Wage</b>	\$ 7.15	
<b>Library Aide I</b>	\$ 7.75	\$ 8.75
<b>Library Aide II</b>	\$ 9.00	\$ 10.00
<b>Clerical Sub</b>	\$ 10.25	
<b>Interns</b>	\$ 9.25	\$ 12.25
<b>FM Hourly</b>	\$ 9.25	\$ 12.25
<b>Bookmobile Driver Sub</b>	\$ 12.25	\$ 14.25
<b>Librarian Sub</b>	\$ 16.25	\$ 16.25

**July 1, 2008**

	<u>Minimum</u>	<u>Maximum</u>
<u>Minimum Wage</u>	\$ 7.40	
<b>Library Aide I</b>	\$ 8.00	\$ 9.00
<b>Library Aide II</b>	\$ 9.25	\$ 10.25
<b>Clerical Sub</b>	\$ 10.50	
<b>Interns</b>	\$ 9.50	\$ 12.50
<b>FM Hourly</b>	\$ 9.50	\$ 12.50
<b>Bookmobile Driver Sub</b>	\$ 12.50	\$ 14.50
<b>Librarian Sub</b>	\$ 16.50	\$ 16.50

The recommendation evolved in deliberation with the Personnel Committee and is supported by the committee. It has also been shared with the Finance and Budget Committee. If approved, the plan would require a mid-year budget adjustment of approximately \$10,000 for the estimated cost of the hourly pay rate increases above the Preliminary Budget reserve.



**Motion carried 7-0.**

**Reports**

**D. Book Club in a Bag**

Presentation: Wendy Woltjer, Adult Services librarian, reported on the new patron service, "Book Club in a Bag." This program was developed in response to book club requests. Each bag checks out for two months and includes 10 copies of a book title and a folder of materials including a page to track copies of the book, author/book reviews and book discussion questions. The borrower is responsible for the total kit. We currently have 16 titles available that can be reserved up to a year ahead of time for KPL district residents. The list of available bags can be found on KPL's web site.

Disposition: Trustees appreciated the information, felt this was a good service and thanked W. Woltjer for the report.

E. 150<sup>th</sup> Anniversary of Lincoln's Visit to Kalamazoo

Presentation: Beth Timmerman, Local History librarian, told the board KPL will be participating in the sesquicentennial celebration of Abraham Lincoln's only visit to Kalamazoo which took place on August 27, 1856. Senator Tom George, who is a local historian and civil war enthusiast, was the catalyst for the celebration. A number of events will occur during the week leading up to August 27 when there will be a reenactment of Lincoln's speech in Bronson Park. The library will host a panel book discussion, film presentation, and family program featuring a local person who performs civil war era reenactments. In addition the first floor of central library will open on Sunday, August 27 for displays civil war era costumes, which will also be worn by KPL staff members. Items relating to Lincoln will be on display and available for check out. The complete list and description of events is available on KPL's web site.

Disposition: The board was pleased to hear of the library's collaboration in this celebration and thanked B. Timmerman for her presentation and involvement in this project.

**VI. COMMITTEE REPORTS**

A. Finance & Budget Committee

J. VanderRoest indicated no meeting was held; committee members reviewed the KPLSP classification and hourly employee rates of pay items by e-mail.

B. Personnel Committee

A. Rohrbaugh reported the personnel committee met to discuss the KPLSP reclassification and rates of pay for hourly employees, items that were considered earlier on the agenda. The committee is also considering a shared leave program for employees; it is hoped that will be ready to bring to the August board meeting.

**VII. OTHER BUSINESS**

A. Directors Report

Presentation: The director mentioned "Library News Digest" from Southwest Michigan Library Cooperative was attached to the director's report and agreed to the board's request that she forward issues to them via e-mail in the future.

She noted the items listed in the partnerships and collaborations section of the written director's report were particularly strong this month and highlighted the "Murals and Music Hop" to be held in the Edison neighborhood on August 8; KPL will be an ice cream social site for the event.

The director also reminded the board the building committee is considering changes that might be made to the first floor to make it easier for patrons to use. To determine patrons' feelings about the first floor to be used to help guide the committee, an Internet-based survey was employed. The return rate was very high and although the results have not yet been formally tallied, concerns seem to be similar to those of staff members and include low lighting levels, confusing organization of materials, and hard to access low shelving among others. Interested respondents will be invited to attend one of two focus group discussions, one at noon on August 18 and the other at 7:00 p.m. on August 30. Trustees were invited to attend. Information received at the two meetings and after survey responses are tabulated will be shared.

In response to a question from D. Brown, A. Rohrbaugh said she would look into how KPL will observe Banned Book Week, September 23-30.

A. Rohrbaugh noted Lisa Godfrey's two years of service as president of the board and displayed two cookbooks, an area of interest to her, that were added to the collection in her honor. Each contains a bookplate honoring her years as president. The director said she particularly appreciated Ms. Godfrey's help when she was new in the director's role. Her clear direction, good advice and sound vision of the role of board, director and administration were very helpful.

L. Godfrey appreciated the additions to the collection in her honor and said she would be pleased to offer whatever assistance is needed in the future.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**IX. TRUSTEE COMMENTS**

J. VanderRoest mentioned the most recent issue of "Public Libraries" magazine contained an article detailing a recent court ruling by the 6<sup>th</sup> Circuit Federal Court of Appeals that gives libraries a strong hand to restrict patron activities and dress. He felt after reading the article that KPL's "Rules of Conduct" policy is well founded under pertinent law.

A. Rohrbaugh said she forwarded the article to our attorney for review in anticipation of a reexamination of our rules. She hopes to bring a revision of the "Rules of Conduct" to the board soon.

V. Wright expressed her thanks to L. Godfrey for her leadership.

D. Brown said it was a treat to hear the breadth and quality of the activities we offer at KPL.

L. Godfrey said the role of board president gives one a unique opportunity to see how much happens behind the scenes. It gives good reason to be confident and impressed with the kind of work that comes from the KPL staff.

C. Addison agreed and said every time she leaves a board meeting she wonders, "How do they do it?"

**X. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:00 p.m.

---

Loren Dykstra, Secretary